

Memorandum



Date: April 20, 2012

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise (RTA) for Bond Consulting Engineering Services – Project No. E12-WASD-01.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for Bond Consulting Engineering Services – Project No. E12-WASD-01.

Selection Committee

Mike Ramos, ISD (Non-Voting Chairperson)

Francis G. Morris, WASD

Peter Velar, WASD

Duane Kopp, PWW/D

Sergio San Miguel, MDAD

Susana Ramirez, ISD

Juan Hernandez, ISD (Alternate)

You are directed to assist me in the selection process considering the factors delineated in the solicitation. If you are unable to participate in the selection process, contact this office through Small Business Development (SBD) by memorandum from your department director documenting the reason why you cannot participate. Only in cases of dire urgency may you be excused from participation.

Each Selection Committee member shall be responsible for evaluating, rating and ranking the proposals based on the criteria and procedure contained in the solicitation. The Selection Committee will meet to review the written proposals. If required, the Selection Committee will select firms to make oral presentations to the Selection Committee at a properly noticed public hearing. If proposers are invited to make oral presentations, the Selection Committee may re-rate and re-rank the proposals based upon the written documents combined with the oral presentation. You may utilize staff of the issuing department and the using agency to conduct a preliminary review of the proposals for responsiveness. All requests for responsiveness determinations shall be made in writing by the issuing department to the County Attorney's Office.

The alternate committee member will serve only in the event of an approved substitution. No substitution of committee members shall be allowed after the first official meeting of the committee. The Internal Services Department (ISD) may substitute the chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Upon completion of the evaluation process, the Selection Committee Chairperson shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the recommended firm(s) with attach supporting documentation which MUST include the following information:

Name of firm(s)
Quality Rating Score
Price
Adjusted Score (if applicable)
Committee's Overall Ranking

This report should be submitted to me through ISD for review and consideration.

As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee (including the Chairperson) and staff are instructed to refrain from discussing the solicitation with prospective lobbyist and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, they are restrictions on communications regarding the solicitation with potential proposers, service providers, lobbyists, consultants, or any member of the County's professional staff. Violation of this policy could lead to termination of County service.

All questions must be directed to the staff contact person designated by the issuing department.

c: Lester Sola, Director, ISD
John Renfrow, Director, WASD
Kathleen Woods-Richardson, Director, PWWD
Jose Abreu, Director, MDAD
Jack Osterholt, Deputy Mayor/Director, SPEED
Mario Goderich, Assistant Director, Economic Enhancement/SPEED

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**SELECTION COMMITTEE
MIAMI DADE WATER AND SEWER DEPARTMENT
REQUEST TO ADVERTISE
BOND CONSULTING ENGINEERING SERVICES**

E12-WASD-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Mike Ramos (Non-Voting Chairperson)	---	---	---	---	---	---
Frances G. Morris Assistant Director Finance	WASD	1994	Black Female	BA in Accounting	None	786-552-8104
Peter Velar Budget and Finance Advisor to the Director	WASD	1982	Hispanic Male	Bachelor of Business Administration & Accounting	None	786-552-8544
Duane Kopp Senior Professional Engineer	PWWD	2001	White Male	Bachelor of Science in Engineering	P.E.	305-375-2116
Sergio San Miguel Assistant Controller	MDAD	2007	Hispanic Male	Bachelor of Business Administration (Accounting Major)	C.P.A.	305-876-0763
Susana Ramirez GSA Operations Coordinator	ISD	2000	Hispanic Female	Master in Accounting	None	305-375-3062
Juan Hernandez Construction Manager 2 (Alternate)	ISD	2001	Hispanic Male	Bachelor of Science in Civil Engineering	P.E. / E.C	786-469-2064